



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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June 4, 2004

In Reply Refer To:
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EMS TRANSMISSION: 6/4/04
Instruction Memorandum No. **CA-2004-043**
Expires: 09/30/2005

To: All Supervisor and Managers

From: Deputy State Director, Support Services

Subject: Change to Employee Performance Plan and Results Report (EPPRR) Standards **DD: 06/30/04**

Program Area: Human Resource Management

Purpose: This Instruction Memorandum implements the revised performance standards contained in the DI-2002 form dated June 2003.

Authority: DOI Personnel Bulletin, Dated December 22, 2003 (Attachment 1)

Policy/Action: The language in the performance standards contained in the EPPRR Form DI-2002 dated August 1998 has been revised. These changes are found on Page 2, under the Performance Indicators sections i.e. Quality, Teamwork and Customer Service. As a result, all employees are now required to be rated using the new form dated June 2003 (Attachment 1, pdf, or Attachment 2, (Word). Supervisors are required to notify all employees of this change and discuss with them the implications of the revised standards. In particular, Supervisors must inform the employee of their expectations under the revised Form and how well the employee is currently performing under these revised performance indicators. You may access both the DOI Bulletin PB 04.2 and the revised EPPRR Form DI-2002 (Attachment 1) via the following link: <http://www.doi.gov/hrm/guidance/pb04-2.pdf>. (It takes awhile to download.) Since the form is in pdf format, we are also attaching the revised DI-2002 in WORD format for your use, (Attachment 2). For efficiency, it is recommended that you just replace page two of the employee's current EPPRR with page two of the new form.

Please be aware that employees must have been performing their duties utilizing these new standards for a minimum of 90 days prior to the end of the rating period.

Background: Recent Merit Systems Protection Board decisions have reaffirmed the need for performance plans to be specific enough in nature to ensure employees understand what is expected of them and yet not be so stringent as to expect perfection at all times. It was determined that the Department's performance plans were too generic and appeared to require this level of performance of employees. Consequently, the performance plans were revised to allow for some errors.

Timeframe: In order to meet the 90 day requirement prior to the end of the rating cycle, this implementation must be completed NLT **June 30, 2004**.

Coordination: This has been coordinated with NFFE, Local 951 and Local 2152 with a Memorandum of Agreement (MOA) signed April 19, 2004 (attachment 3).

Contact: Questions concerning this policy should be addressed to Mike Rosnack, Supervisory, Human Resources Specialist, at (916) 978-4496 or by e-mail at mrosnack@ca.blm.gov.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

3 Attachments:

1. DOI Personnel Bulletin dtd. 12/22/03, includes DI-2002 Form dtd. June 2003 (pdf) (7 pp) (*See link*)
2. Revised DI-2002 Form dated June 2003 (3 pp) (WORD format)
3. MOA dated 4/19/2004 (1 pg)

Memorandum of Agreement

In accordance with those procedures set forth in Article 43 of the Master Labor Agreement, this Memorandum Of Agreement (MOA) constitutes an agreement between the National Federation of Federal Employees (NFFE) Local 951 and NFFE Local 2152, hereinafter referred to as the Union, and the BLM-California State Office, and the BLM-California Desert District, hereinafter referred to as the Employer and collectively referred to as the Parties.

This agreement is for the Employer's implementation of those revisions to Form DI-2002, U.S. Department of the Interior (DOI), Employee Performance Plan and Results Report (EPPRR) identified in DOI Personnel Bulletin (BP) 04-02, Dated 22, 2003.

1. The Employer will notify all bargaining unit employees that the current EPPRR Form DI-2002 dated August 1998 has been revised and as a result the Performance Indicators - Quality, Teamwork and Customer Service have been changed. This notification may be accomplished by electronic format for those employees with government E-mail accounts and a URL for DOI, PB No. 04-02 explaining the revision and the need for this revision will be provided for employee review. For those employees without access to E-mail a hardcopy of this notification and Personnel Bulletin No. 04-02 will be provided.

2. This change to the employee's EPPRR will be in accordance with Article 9, Sections 9.6(a) & (I) (e.g. for an employee to be rated under the revised performance indicators (EPPRR) they must work under this revision for a minimum for 90 days prior to having their work performance rated under the new EPPRR).

3. The Employee's Supervisor will discuss with them the implications of initiating the revised Form DI-2002. In particular the Supervisor will inform the employee of their (the Supervisor's) expectations under the revised form and how well the employee is currently performing under the revised performance indicators for Quality, Teamwork and Customer Service.

4. All Sections of Article 9 (Employee Performance Plan Review) of the Master Labor Agreement will remain in effect for implementation of the revised EPPRR Form.

For the Employer:

For the Union:

/s/ David Wheeler Date: April 19, 2004

/s/ Michael Williams Date: April 19, 2004